

SPECIFICATIONS

Q70/2023-2024: GRAPHIC DESIGN & PRINTING OF INTERNAL- AND EXTERNAL NEWSLETTERS.

Internal Newsletter		External Newsletter	
<ul style="list-style-type: none"> - Graphic design (including page layout) and suitable for website (pdf), social media (.png/.jpeg) and email(pdf) - Frequency editions: June, September, December 2024 and March 2025 - PDF document , .png or .jpeg of final product to be supplied to client for internal, electronic distribution - Colour: Full colour print 		<ul style="list-style-type: none"> - Graphic design (including page layout) and print of A4 External Newsletter - Frequency editions: June, September, December 2024 and March 2025 - Size: Tabloid format (1 x A3 page folded into A4 size) - Pages: 1 x A3 page, printed back to back (4 pager - A3 folded into A4) - Quantity: 950 printed copies per edition - Quantity / Material: PDF document (and .png or .jpeg) of final product to be supplied to client for electronic distribution - Paper: 150gsm uncoated paper - Colour: Full colour print - Binding: folded and pressed 	
Issue date		Issue date	
Month	Day	Month	Day
June	27	June	27
September	26	September	26
December	12	December (festive edition)	13
March 2025	28	March 2025	28

Content including photographs, logos and Corporate Identity Guideline will be provided by Cederberg Municipality. Copy / text will be provided in MS Word format and photographs in .jpg format.

Service provider must demonstrate specialist skills and provide tangible proof of previous experience in similar work produced, together with three reference letters pertaining to such product delivery.

***Failure to provide above mentioned proof will result in a non-responsive bid.**

DECLARATION

I, THE UNDERSIGNED (NAME).....
CERTIFY THAT THE INFORMATION FURNISHED ABOVE IS CORRECT. I ACCEPT THAT THE
MUNICIPALITY MAY ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

AUTHORISED SIGNATURE:

NAME:

CAPACITY:

DATE:

PRICING SCHEDULE

PRICES MUST BE SUPPLIED IN THE FOLLOWING SEQUENCE AND FORMAT

Item	Description	Quantity	Unit Price (VAT Excl.)	Total
1	Graphic Design of Internal Newsletter: June 2024	1		
2	Graphic Design & Printing of A3 External Newsletter: June 2024 - Size: Tabloid format (1 x A3 page folded into A4 size) - Pages: 1 x A3 page, printed back to back (4 pager - A3 folded into A4)	950		
3	Graphic Design of Internal Newsletter: September 2024	1		
4	Graphic Design & Printing of A3 External Newsletter: September 2024 - Size: Tabloid format (1 x A3 page folded into A4 size) - Pages: 1 x A3 page, printed back to back (4 pager - A3 folded into A4)	950		
5	Graphic Design of Internal Newsletter: December 2024	1		
6	Graphic Design & Printing of A3 External Newsletter: December 2024 - Size: Tabloid format (1 x A3 page folded into A4 size) Pages: 1 x A3 page, printed back to back (4 pager - A3 folded into A4)			
7	Graphic Design of Internal Newsletter: March 2025	1		
8	Graphic Design & Printing of A3 External Newsletter: March 2025 - Size: Tabloid format (1 x A3 page folded into A4 size) - Pages: 1 x A3 page, printed back to back (4 pager - A3 folded into A4)	950		
9	Delivery Fees to 2A Voortrekker street, Clanwilliam 8135			

SUB TOTAL	
VAT	
TOTAL	

Delivery Lead Time: Internal Letters_____

Delivery Lead Time: External Letters_____

- The pricing must be fixed.
- Please include delivery fees to 2A Voortrekker street, Clanwilliam 8135
- The total bid price must be inclusive of VAT or exclusive for non-VAT vendors.